



Town of Darien

David Knauf, MPH, MS, RS

Director of Health

e-mail: dknauf@darienct.gov

Barrington Bogle, MPH, RS, CHES

Assistant Director of Health

e-mail: bbogle@darienct.gov

FOOD SERVICE PLAN REVIEW PROTOCOL

FOR ALL NEW AND EXTENSIVELY REMODELED FOOD SERVICE ESTABLISHMENTS

1. Plan review application must be obtained from the Darien Health Department
2. The plan review application must then be completed and be submitted to the Darien Health Dept. with kitchen plans drawn to 1/4" scale (architecture drawings preferred). The plans must include all kitchen/bar equipment drawn to scale as well as an equipment schedule with makes and model numbers of all approved food service equipment. (All food service equipment must be NSF approved or equivalent). Manufacturer specification sheets, hood plans, HVAC, plumbing, electrical and lighting schedule, QFO certifications, a site plan showing dumpster locations and outside walk-in boxes (outside walk-ins must be NSF approved for outside usage and must open directly into the facility). Plan submission notification to all departments will be forwarded by the Darien Health Dept.
3. Plans are reviewed by the Darien Health Dept. for compliance with all State, local and federal health codes. Plan submitters (owner/designer) will be notified of non-compliance in which case plan revisions will be required. Construction cannot begin until all food service plans are approved by the Darien Health Dept.
4. Once approved, plans must then be submitted to applicable department such as: Building, Zoning, and Fire. Building permits cannot be issued until the Darien Health Dept. approves the proposed plan
5. All changes to approved plans must be submitted to the Darien Health Dept. for review. All other applicable departments must be made aware of plan alterations also.
6. The Darien Health Dept. will make scheduled visits during all phases of the food service facility's construction.
7. Pre-operational inspections are required; a minimum of **5** days before the food service facility's planned opening. A food license application and fee is submitted to the Darien Health Dept. at this time. The Darien Health Dept. must inspect all new or remodeled food service facilities prior to operation

8. A final inspection for full compliance is scheduled upon request after all noted pre-operational inspection items are corrected.
9. A food service license is issued only after final CO is issued by the Building, Zoning and Fire Departments. The final CO sheet must be signed by the above referenced departments and be available at the time of final inspection a qualified food operator and designated alternate must also be in place in order to obtain a food service.
10. Notification of clearance and approval to operate is then forwarded to all applicable departments.
11. The above protocol also applies to those food service facilities that are undergoing a change of ownership. The Darien Health Dept. must be notified prior to all ownership and structural changes.